

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
August 24, 2017

PRESENT: Larry Epstein, Patricia Finder-Stone, Corrie Campbell, Mary Derginer, Linda Mamrosh, Randy Johnson, Arlie Duxtater, Deborah Lundberg, Bev Bartlett, Jessica Nell

EXCUSED: Beth Relich

ABSENT: Amy Payne, Melanie Maczka

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Denise Misovec, Diana Brown, Jennifer Hallam-Nelson, Emily Umbreit, Wendy Mallo, Barb Michaels, Donovan Miller

The meeting was called to order by Chairperson, Epstein at 8:32 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA: Ms. Lundberg/Ms. Bartlett moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF July 13, 2017:

Ms. Johnson/Ms. Lundberg moved to approve the minutes of July 13, 2017 **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

Ms. Bowers asked to amend the agenda so that item 7a. 2016 Audit Report- Wendy Mallo, Schenck and 7b. 2016 Form 990 Document, be moved to 6a. And 6b. respectively.

Ms. Finder-Stone/Ms. Lundberg moved to amend the agenda as requested. **MOTION CARRIED.**

DIRECTORS REPORT:

A. 2016 AUDIT REPORT-WENDY MALLO-SCHENCK

Ms. Mallo referred to the 2016 Aging & Disability Center of Brown County Financial Statement handout and summarized the 2016 ADRC audit. Ms. Mallo highlighted and explained the variances from 2015 and 2016 and shared that 2016 was a positive year for the agency with an increase in revenue and while the expenses remained about the same as the previous year.

Ms. Mallo then referred to the Management Communication Letter which is also a requirement of the annual audit. Ms. Mallo stated that while the audit is performed, internal controls are also reviewed to determine points of weakness/deficiencies that would then be reported through this letter. Mallo reported that during the audit Schenck did not find any areas of weakness or deficiencies with internal controls. Ms. Mallo also shared that there were no audit adjustments at all, which is a rare occurrence.

The board congratulated the accounting team of Ms. Bowers and Mr. Miller for their outstanding work throughout the year.

Ms. Lundberg/Supervisor Campbell moved to approve the 2016 Audit Report. **MOTION CARRIED.**

B. 2016 FORM 990 DOCUMENT:

Ms. Mallo referred to the 990 Document and stated that it is a requirement for the ADRC Board of Directors to review the document prior to being filed. Ms. Mallo covered the highlights of the 990 Form pointing out areas of interest, where the board should concentrate their attention, and where the public, including potential donors, might focus their review of our financial stability and growth.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT – July 2017:

Ms. Bowers referred to the 2017 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of July.

Ms. Johnson/Ms. Derginer moved to approve the Finance Report – July 2017. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers referred to the handout to point out 2 restricted donations received in July 2017.

Ms. Finder-Stone/Ms. Bartlett moved to approve the Restricted Donation Report. **MOTION CARRIED.**

DIRECTORS REPORT (cont.):

C. ADRC CONTRACT 2018-HIGHLIGHTS OF BOARD RESPONSIBILITY:

Ms. Christianson referred to the Organizational and Procedural Standards which is a part of the ADRC Contract. The Board can access the full contract anytime that they would like. Ms. Christianson shared changes that the state of Wisconsin made. There was much discussion around the governing board for ADRCs. Ms. Christianson called attention to the language around conflict of interest that now includes family members of board members. Ms. Christianson also covered the new addition of language specific to the role of the governing board: The board will provide strategic direction to the ADRC, advocate for older adults and adults with disabilities and to be an ambassador for the ADRC. Ms. Christianson also highlighted the duties of the board which include, providing strategic direction and input regarding the budget and participating in customer feedback. Ms. Christianson also stated that daily operations is to be done by staff and is not a responsibility of the board of directors. Ms. Christianson also shared that she has a responsibility to provide orientation to board members and asked the board to provide feedback and suggestions of anything else that is needed. Ms. Christianson also anticipates additional changes to the ADRC contract next year as well.

D. ARAMARK CONTRACT APPROVAL:

Ms. Giesen referred to the Nutrition Contract Summary handout and stated the ADRC serves approximately 515 meals per day in Brown County. The Aging Network Manual dictates the Nutrition program operations. This requires that a Request for Proposals (RFP), where potential the vendors bid for meals, is sent out for bid every 5 years. The RFP for the meal program vendor went out in May of 2017. Ms. Giesen shared how the RFP was distributed to the general public but also to all possible vendors in the Denmark community. Only one proposal was received in response to the RFP. Ms. Giesen shared a possible reason for just receiving one response is the requirements and additional components included in the RFP are great and the capacity to deliver over 500 meals in multiple locations each day is a challenge. Ms. Giesen shared that the ADRC has had a contract with Aramark since 2012 and they have been improving each year. She also shared that feedback about meals is provided to Aramark on a daily basis and Aramark is very responsive to this feedback. The RFP, this year, requested from the bidder to offer alternate options (salads for example) to give customers a choice in meals. Aramark is committed to finding a way to accommodate this request. Aramark has also offered some enhancements to the ADRC each year as well. The result of this contract would be an eleven cent increase in price per meal. The draft budget for 2018 approved by the board in July included the anticipated increase.

Mr. Johnson added that he has delivered meals for 8 years and was very happy to see the quality of the work included to provide the meals to our customers. Mr. Johnson was very impressed with the quality of the facility, the equipment and their staff. Mr. Johnson feels that there is a teaming atmosphere between the Aramark and the ADRC. Mr. Johnson offered that it would be great to work to brand the meals and come up with an elevator speech for board members and ADRC staff to explain the meal to help people better relate to the program. He also feels that there is opportunity for more in the community to receive meals and would like to see the ADRC expand the program and go beyond the program's current reach. Additional discussion ensued.

Ms. Bartlett/Ms. Lundberg moved to approve the Aramark Nutrition Contract. **MOTION CARRIED.**

E. DEMENTIA CARE SPECIALIST ASSISTANT: MEMORY CAFÉ':

Ms. Umbreit the Dementia Care Specialist Assistant shared the new Memory Café' at the ADRC will be opening in September.

F. JESS NELL FAREWELL:

Ms. Christianson and the ADRC Board thanked Ms. Nell for her service to the ADRC and wished her luck on her move to Madison. Ms. Nell thanked everyone and feels that her experience with the ADRC fostered the beginning of her advocacy journey.

STAFF REPORT: BARB MICHAELS PREVENTION:

Ms. Michaels referred to the Unit Update handout and highlighted a few of the accomplishments over the last year. The unit mission and focus is to deliver evidence based programs that have proven outcomes that meet local needs in the community along with partnering with local professionals to provide offerings that are not provided elsewhere. Ms. Michaels stressed that quality is paramount to Prevention programs or customers will not return. Ms. Michaels shared that about 18 months ago she asked customers and volunteers for input on what items/offerings they would like. Budgeting and Finance was one topic that has been added to the curriculum and it is going over well. Brain health is also an area of high interest in the community and the programs at the ADRC have lengthy wait list. Advanced Directives is also an area of high need. Complimentary programs including essential oils and a program on mindfulness have also gone well. The "Living Well with Chronic Conditions" and the pilot "Lighten Up" programs have both been discontinued for the time being. A program launching in October is called "Life Letters" helping elders address their regrets while they are still healthy. The board shared their experiences and feedback from the community and thanked Ms. Michaels for their outstanding work. Ms. Michaels also shared that she co-leads a prevention coalition with other community partners that is currently focusing on falls prevention and advanced directives awareness. There are 5 interventions or needs that they are working on. The first is working with police and public safety departments and emergency rooms to receive referrals people who have fallen to the ADRC. Ms. Michaels also shared that they will launch soon a directive to build advanced directives into the college environment. Ms. Michaels shared a challenge in the ADRC is staying free of conflicts of interest with volunteers. Ms. Michaels shared a success story is that 40 of the 50 people that attended the advanced directives workshop completed them. Supervisor Campbell shared concerns about providing legal advice to customers about advanced directives. Ms. Michaels explained that the forms portion of the program is completed by an elder law attorney and one on one appointment with customers and the attorney are offered. Additional discussion ensued. Ms. Michaels shared that she continues to create community partnerships and is reaching out VA clinic to offer Stepping On and other programs.

Ms. Christianson shared that the "Above and Beyond Award" was given to Ms. Michaels from WIHA this year and thanked her for her amazing work.

LEGISLATIVE UPDATES:

ANNOUNCEMENTS:

Ms. Christianson shared the attorney general will be at the ADRC to give a press conference to announce the formation of a statewide taskforce on elder abuse. Ms. Christianson invited board members to attend.

Ms. Christianson shared that the next strategic 3 year aging plan is coming in 2018. Ms. Christianson would like to start this process early and would like to create focus groups and surveys and engage board members in the process. The plan is not due until November of 2018. Dr. Doreen Higgins from UWGB Professional Social Work Program will be assisting the ADRC and will be attending the September 28 board meeting. Ms. Christianson is requesting that the board along with ADRC leadership to attend a retreat to begin this process. Ms. Willems will send out a Doodle Poll with date options.

Ms. Brown from Curative Connections shared that she will be going into semi-retirement and that Denise Misovec has been named Vice-President of Program Services as her replacement. Ms. Brown will remain with Curative one day a week for the next year before retiring completely.

NEXT MEETING – September 28, 2017 is the next ADRC Board of Directors Meeting.

Supervisor Campbell asked to add a couple of agenda items to the September meeting:

1. To explore how to partner with community businesses to get fresh foods incorporated into the meal program.
2. To receive an update on progress with the Denmark Planning meetings.
3. To discuss organizing information that can be distributed to public to make them aware of outside access issues for disabled people in the community. Ms. Christianson shared that Options for Independent Living could also be involved.

ADJOURN: Mr. Johnson/Ms. Nell moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:42 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Specialist